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UNITED STATES DEPARTMENT OF AGRICULTURE  
Rural Electrification Administration  
Washington 25, D. C.

September 19, 1951

ACCOUNTING AND AUDITING DIVISION STAFF BULLETIN NO. 822

SUBJECT: Attendance at Meetings

Attendance of Washington and field personnel at certain meetings called by borrowers' representatives and others is necessary and in the best interests of the REA program. However, attendance of REA employees at too many meetings or in excessive numbers must be avoided.

The control of attendance of divisional employees at certain meetings not called or sponsored by REA will henceforth be centered in the Office of the Chief. Under this plan, no member of the Accounting and Auditing Division staff is to attend national, regional, state or district meetings not called or sponsored by REA without prior approval from the Office of the Chief. In the case of employees working under the direction of a section head, requests for permission to attend such meetings should be directed to the section head. The section head will clear all approvals with the Office of the Chief, and any employee authorized to attend such meetings must be informed that such clearance has been obtained.

*Leslie Surgener*  
Chief, Accounting and  
Auditing Division



